



# Office of the City Clerk

Weekly Report – for Week Ending May 5, 2017

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

Staff are in the final phase of polling place supply staging and will have all supplies ready for the May 6, 2017 Supply Pick-up Day at depot locations throughout the City. All election tracking systems and applications are updated, online and ready for the May 16, 2017 election.

To date, approximately 69,000 Vote by Mail ballots have been received and 63,000 of them have been processed and checked against LA County's voter data files.

Recruiting and training of poll workers continues. City employees who have signed up to be poll workers will be deployed to polling locations that are under-staffed.

The Election for the Board of Deferred Compensation Administration Active Participant LACERS and LAFPP Representative will be held on Friday, May 12, 2017. There are three candidates running for the LACERS Board Seat and one candidate running for the LAFPP seat. Official Ballot packets were mailed to 14,602 LACERS members and 11,668 LAFPP members.

### Business Improvement Districts

On May 5, 2017, the City Council adopted the Ordinance of Intention for the renewal of the San Pedro Historic Waterfront Business Improvement District.

### Records Management

Researchers reviewed historic drawings of buildings in the downtown area from the Works Progress Administration collection from the Roosevelt era. They were artists that drew sketches of many of the old Victorian style homes around downtown at that time.

### Systems

Staff is in the process of procuring five new kiosks in preparation for the Committee Electronic Speaker Card system development. The kiosks will be placed outside committee rooms on the 10<sup>th</sup> floor of City Hall. When implemented, the public will be able to fill out the speaker card electronically using the touch interface screen, replacing the current paper-driven process.

The Board of Public Works (BPW) requested to have their electronic agenda template redesigned with multi-level approvals. Currently, this office is hosting and maintaining the BPW electronic agenda system.

### Neighborhood Council (NC) Funding Program

A focus group, comprised of NC board members, has been created to review the new NC Funding banking portal and address policies and procedures related to the Clerk's NC Funding Program. The first meeting was held at City Hall on May 4, 2017.

There are currently eight Neighborhood Councils with frozen funds due to NC Plan violations and/or unresolved financial management issues.